



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

HISTORIC PRESERVATION DIVISION

HPD (SHPO) and YOU!



December 12, 2018

Jennifer Dixon, Environmental Review Program Manager

Georgia Department of Natural Resources



Department of Natural Resources
Historic Preservation Division

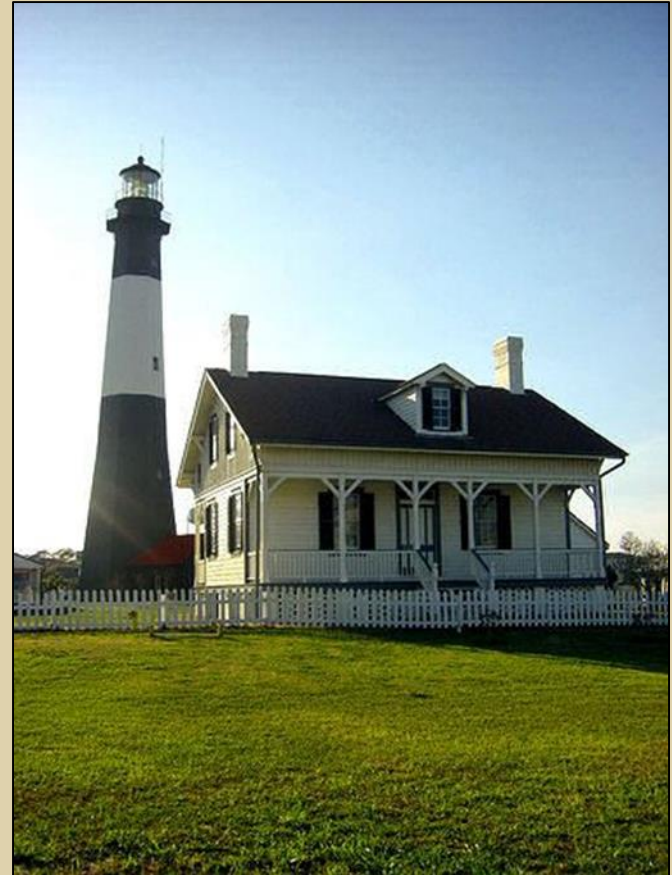
Mission Statement



To promote the
preservation and
use of historic
places for a
better Georgia.

National Historic Preservation Act

- State Historic Preservation Offices
- Advisory Council on Historic Preservation
- National Register of Historic Places
- Section 106



HPD Programs

■ Federal Programs

- National Register of Historic Places
- Environmental Review
- Tax Incentives and Grants
- Certified Local Governments

■ State Programs

- Georgia Register of Historic Places
- Tax Incentives and Grants
- Historic Resources Survey
- Archaeology
- Centennial Farm Program
- African American Preservation Network & Program

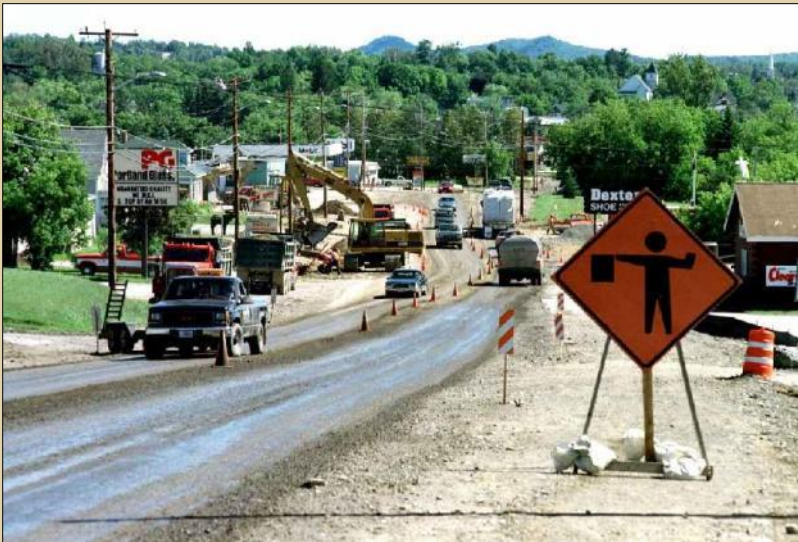


Environmental Review/Section 106

- Mandated by federal law
- Undertaking:
 - *“project, activity, or program funded in whole or in part under the direct or indirect jurisdiction of a Federal agency, including those carried out by or on behalf of a Federal agency; those carried out with Federal financial assistance; and those requiring a Federal permit, license or approval.” 36 CFR Part 800.16*
- Historic Property:
 - *“any prehistoric or historic district, site, building, structure, or object included in, or eligible for inclusion in, the National Register of Historic Places...” 36 CFR Part 800.16*
- SHPO involvement required
- Approximately 2000 projects a year

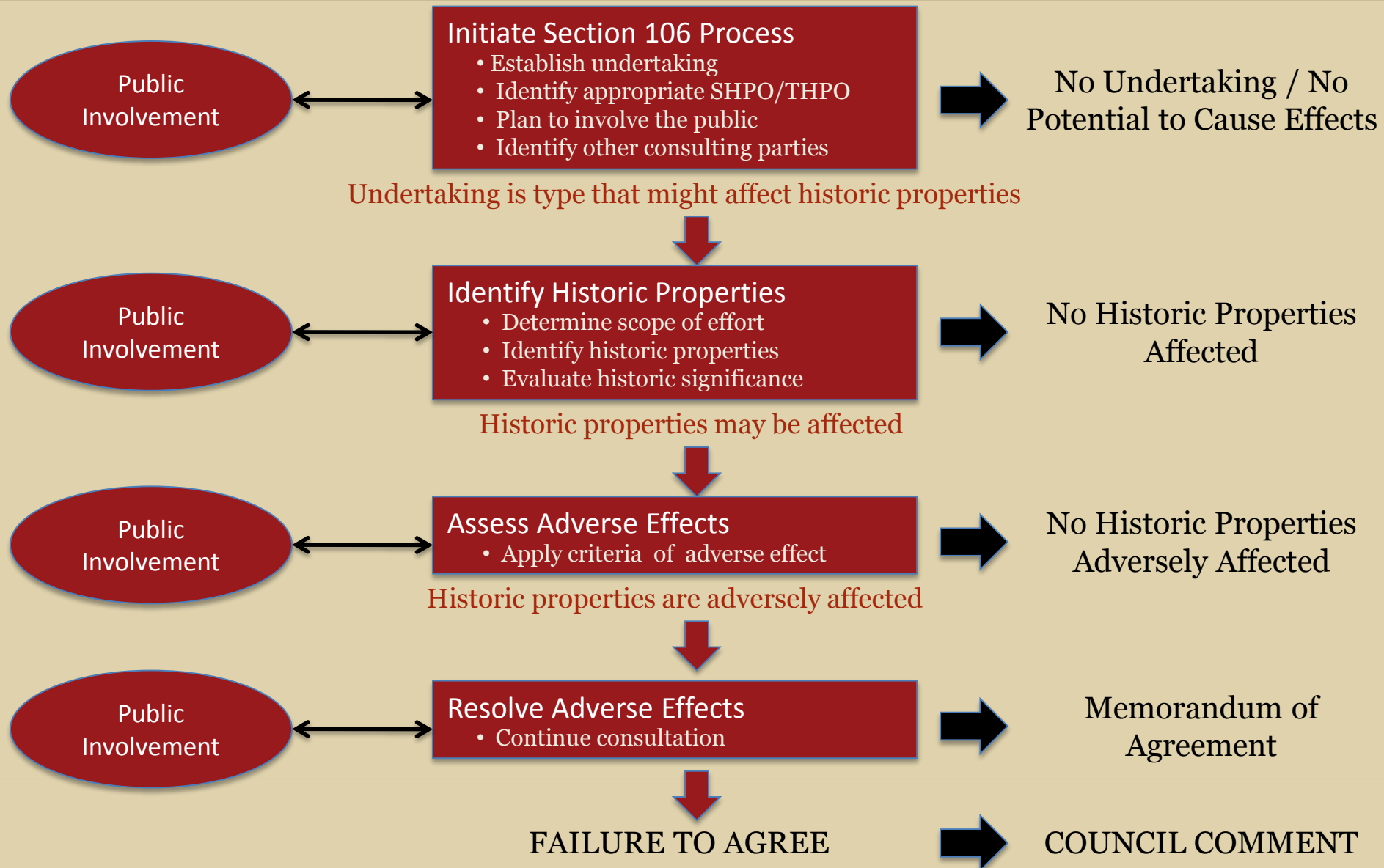
Project Types

- Water/sewer projects
- Bank branches
- Docks
- Highway/road projects



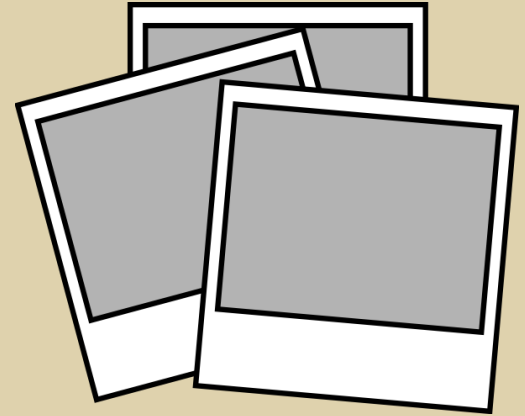
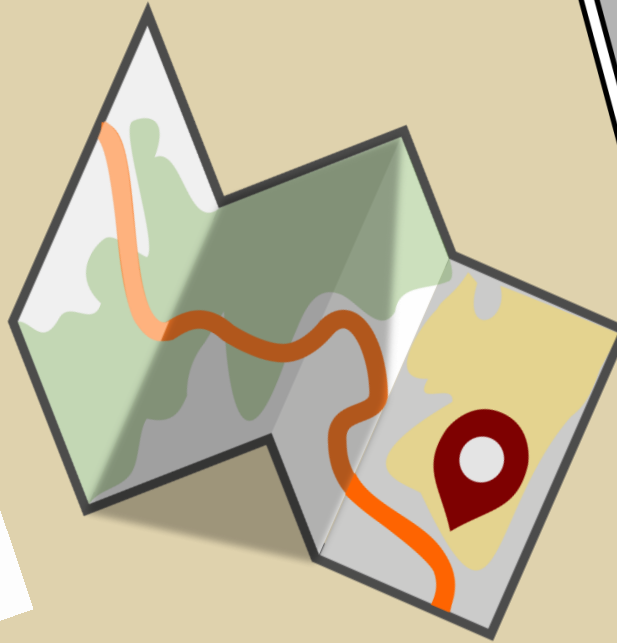
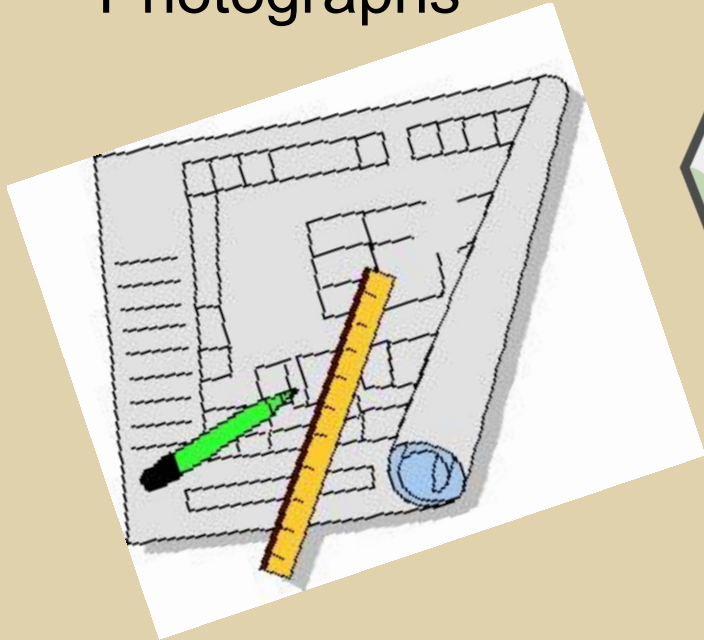
- Public housing
- Transmission lines
- Military installations
- Pipelines

Process Steps



Consultation

- Environmental Review Form
 - <http://www.georgiashpo.org/review>
- Project information
- Map
- Photographs



Environmental Review Form

Georgia Historic Preservation
Environmental Review Form

PLEASE NOTE: THERE IS A 30-DAY REVIEW PERIOD FROM THE DATE HPD RECEIVES THE SUBMITTAL. SHOULD ADDITIONAL INFORMATION BE REQUESTED, THE 30-DAY PERIOD RESTARTS.

At a minimum, the Historic Preservation Division (HPD) requires the following information in order to review projects in accordance with applicable federal or state laws. Please note that the responsibility for preparing documentation, including items listed below, rests with the federal or state agency or its designee. The review process is a collaborative effort and the review largely depends on the quality and detail of the material submitted. The need to request additional materials, which will prolong the review, is not advantageous. It is recommended that you hire a preservation professional with expertise in the relevant field. The review process would have access to the Georgia Archaeological Site Files and other resources.

PLEASE NOTE: THERE IS A 30-DAY REVIEW PERIOD FROM THE DATE HPD RECEIVES THE SUBMITTAL. SHOULD ADDITIONAL INFORMATION BE REQUESTED, THE 30-DAY PERIOD RESTARTS.

I. General Information

A. Project Name:

Project Address:

City:

B. Federal Agency Involved:

State Agency (if applicable):

C. Agency's Involvement:

- ☐ Funding
- ☐ License/Permit
- ☐ Direct/Is performing the action

D. Type of Review Requested:

- ☐ Section 106 of the National Historic Preservation Act
- ☐ Section 110 of the National Historic Preservation Act
- ☐ Georgia Environmental Policy Act (State involvement)
- ☐ State Agency Historic Property Stewardship Program
- ☐ Technical Assistance (No Federal or State involvement)
- ☐ Unknown

E. Contact Information: ☐ Applicant ☐ Consultant

Name/Title/Company:

Address:

City/State/Zip:

Phone:

Agency Contact Info (either State or Federal, according to review type):

Name/Title/Agency:

Address:

City/State/Zip:

Phone:

General Information

A. Project Name: _____

B. Federal Agency Involved: _____

State Agency (if applicable): _____

E. Contact Information: ☒ Applicant ☐ Consultant

Name/Title/Company: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Agency Contact Info (either State or Federal, according to review type):

Name/Title/Agency: _____

Address: _____

City/State/Zip: _____

Phone: _____ Email: _____

Department of Natural Resources
Historic Preservation Division

Environmental Review Form

II. Project Information

A. Project Type:

- ☐ Road/Highway Construction or Improvements
- ☐ Demolition
- ☐ Rehabilitation
- ☐ Addition to Existing Building/Structure
- ☐ New Construction

B. Project Description and Plans: This should include relation to the project, such as all aspects of new construction and all ancillary work (temporary roads, etc.), as applicable. If a detailed scope of work is not available yet, please explain and include a

C. Land Disturbing Activity: This should include a detailed description of all horizontal and vertical ground disturbance, such as haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction, etc., as applicable:

D. Has this identical project or a related project been previously reviewed?
If yes, please enclose a copy of HPDs previously submitted.

E. Is this project also being reviewed under a tax incentive?

F. Is this review request in order to satisfy an application for a permit?
If yes, are project plans/scope of work available?
If yes, please enclose a copy of the project plans.

III. Site Information

A. In the past this property has been used for:

- | | | |
|----------------------|-----|----|
| 1. Farming | YES | NO |
| 2. Pasture | YES | NO |
| 3. Mining | YES | NO |
| 4. Timbering | YES | NO |
| 5. Road construction | YES | NO |
| 6. Housing | YES | NO |
| 7. Landfill | YES | NO |
| 8. Commercial | YES | NO |
| 9. Industrial | YES | NO |
| 10. Other (explain): | | |

Project Information

A. Project Type:

B. Project Description and Plans: This should include a detailed scope of work, including any actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information:

C. Land Disturbing Activity: This should include a detailed description of all horizontal and vertical ground disturbance, such as haul roads, cut or fill areas, excavations, landscaping activities, ditching, utility burial, grading, water tower construction, etc., as applicable:

Environmental Review Form

II. Project Information

A. Project Type:

- | | |
|--|---|
| <input type="checkbox"/> Road/Highway Construction or Improvements | <input type="checkbox"/> Relicensing |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Utilities/Infrastructure |
| <input type="checkbox"/> Rehabilitation | <input type="checkbox"/> Unknown |
| <input type="checkbox"/> Addition to Existing Building/Structure | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> New Construction | |

B. Project Description and Plans: This should include a *detailed* scope of work, including *any* actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information:

C. Land Disturbing Activity: This should include a *detailed* scope of work, including *any* actions to be taken in relation to the project, such as all aspects of new construction, replacement/repair, demolition, ground disturbance, and all ancillary work (temporary roads, etc.), as applicable. Attach additional pages if necessary. If a detailed scope of work is not available yet, please explain and include all preliminary information:

D. Has this identical project or a related project been previously submitted to HPD for review? YES ____ NO ____
**If yes, please enclose a copy of HPD's previous response*

E. Is this project also being reviewed under a tax incentive program administered through HPD? YES ☒ NO ____

F. Is this review request in order to satisfy an application requirement, such as for a grant? YES ☒ NO ____
**If yes, are project plans/scope of work available yet? YES ____ NO ____*
**If yes, please enclose a copy of the project plans/scope of work as outlined in II.B and II.C above*

III. Site Information

A. In the past this property has been used for:

- | | | |
|----------------------|----------|---------|
| 1. Farming | YES ____ | NO ____ |
| 2. Pasture | YES ____ | NO ____ |
| 3. Mining | YES ____ | NO ____ |
| 4. Timbering | YES ____ | NO ____ |
| 5. Road construction | YES ____ | NO ____ |
| 6. Housing | YES ____ | NO ____ |
| 7. Landfill | YES ____ | NO ____ |
| 8. Commercial | YES ____ | NO ____ |
| 9. Industrial | YES ____ | NO ____ |
| 10. Other (explain): | _____ | |

2

D. Has this identical project or a related project been previously submitted to HPD for review? YES ____ NO ____

**If yes, please enclose a copy of HPD's previous response*

E. Is this project also being reviewed under a tax incentive program administered through HPD? YES ☒ NO ____

F. Is this review request in order to satisfy an application requirement, such as for a grant? YES ☒ NO ____

**If yes, are project plans/scope of work available yet? YES ☒ NO ____*

**If yes, please enclose a copy of the project plans/scope of work as outlined in II.B and II.C above*

A. In the past this property has been used for:

- | | | |
|----------------------|----------|---------|
| 1. Farming | YES ____ | NO ____ |
| 2. Pasture | YES ____ | NO ____ |
| 3. Mining | YES ____ | NO ____ |
| 4. Timbering | YES ____ | NO ____ |
| 5. Road construction | YES ____ | NO ____ |
| 6. Housing | YES ____ | NO ____ |
| 7. Landfill | YES ____ | NO ____ |
| 8. Commercial | YES ____ | NO ____ |
| 9. Industrial | YES ____ | NO ____ |
| 10. Other (explain): | _____ | |

Environmental Review Form

B. Describe what currently exists on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.):

IV. Cultural Resources

Background research for previously identified properties within the project area may be undertaken at HPD, including National Register of Historic Places files, county and city surveys, and identified sites files. Additionally, research at the Georgia Archaeological Site Files (GASF) in Athens may be undertaken by a qualified archaeologist or site file staff. To make a research appointment or find contact information that as part of the review process, HPD may request an archaeological survey.

A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES _____ NO _____ DO NOT KNOW _____

**If yes, provide the title, author, and date of the report:*

B. Area of Potential Effect (APE)

The APE is the geographic area or areas within which a project may have direct (physical) or indirect (visual, noise, vibration) effects on topography, vegetation, existing development, physical site, etc. For example:

| If your project includes... | Then |
|--|--|
| Rehabilitation, renovation, and/or demolition of a building or structure, or new construction | the building or structure |
| Road/Highway construction or improvements, streetscapes, pedestrian or bicycle facilities | the lot or lots |
| Above ground utilities, such as siren/radio towers, water towers, pump stations, retention ponds, etc. | the area of ground disturbance and the surrounding properties/setting with a view of the project |
| Underground utilities | the area of ground disturbance |

Based on this information, identify the APE for your project, similar to above, and describe what exists within it (i.e. is it modern or historic residential or commercial development, undeveloped, etc. within the APE):

C. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic property or district or a locally designated property or district?

YES _____ NO _____ DO NOT KNOW _____

**If yes, please provide names:*

D. Within the project APE as identified in IV.B, are there any other buildings or structures that are 50 years old or older? YES _____ NO _____ DO NOT KNOW _____

**If yes, provide photographs of each building or structure and key the photos to a site map.*

E. Are any of the buildings or structures identified in IV.D listed or eligible for listing in the NRHP?

YES _____ NO _____ DO NOT KNOW _____

**If yes, please identify the properties (by name or photo #).*

B. Describe what currently exists on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.):

Cultural Resources

Background research for previously identified properties within the project area may be undertaken at HPD, including National Register of Historic Places files, county and city surveys, and identified sites files. Additionally, research at the Georgia Archaeological Site Files (GASF) in Athens may be undertaken by a qualified archaeologist or site file staff. To make a research appointment or find contact information for GASF, please visit our website. Please note that as part of the review process, HPD may request an archaeological survey.

A. To your knowledge, has a cultural resources assessment or a historic resources survey been conducted in the project area? YES _____ NO _____ DO NOT KNOW _____ (see: <http://www.georgiashpo.org/register/survey>)

**If yes, provide the title, author, and date of the report:*

Environmental Review Form

B. Describe what currently exists on the property today (i.e. buildings, parking lot, house, barn, outbuildings, woods, grass, garden, etc.):

IV. Cultural Resources

Background research for previously identified properties with National Register of Historic Places files, county and city staff, the Georgia Archaeological Site Files (GASF) in Athens may be requested. To make a research appointment or find contact information, that as part of the review process, HPD may request an appointment.

A. To your knowledge, has a cultural resources assessment been conducted for the project area? YES ___ NO ___ DO NOT KNOW ___

**If yes, provide the title, author, and date of the report.*

B. Area of Potential Effect (APE)

The APE is the geographic area or areas within which a project may cause direct (physical) or indirect (visual, noise, vibrations) effects in topography, vegetation, existing development, physical siting. For example:

| <i>If your project includes...</i> | <i>Then</i> |
|--|--|
| Rehabilitation, renovation, and/or demolition of a building or structure, or new construction | the building or structure and the surrounding properties/setting with a view of the project |
| Road/Highway construction or improvements, streetscapes, pedestrian or bicycle facilities | the length of the project corridor and the surrounding properties/setting with a view of the project |
| Above ground utilities, such as siren/radio towers, water towers, pump stations, retention ponds, etc. | the area around the project |
| Underground utilities | the area around the project |

Based on this information, identify the APE for your project (i.e. is it modern or historic residential or commercial development?).

C. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic property or district or a locally designated property or district? YES ___ NO ___ DO NOT KNOW ___

**If yes, please provide names:*

D. Within the project APE as identified in IV.B, are there any other buildings or structures that are 50 years old or older? YES ___ NO ___ DO NOT KNOW ___

**If yes, provide photographs of each building or structure and key the photos to a site map.*

E. Are any of the buildings or structures identified in IV.D listed or eligible for listing in the NRHP? YES ___ NO ___ DO NOT KNOW ___

**If yes, please identify the properties (by name or photo #).*

B. Area of Potential Effect (APE)

The APE is the geographic area or areas within which a project may cause changes (or effects). These changes can be direct (physical) or indirect (visual, noise, vibrations) effects. The APE varies with the project type and should factor in topography, vegetation, existing development, physical siting of the project, and existing/planned development. For example:

| <i>If your project includes...</i> | <i>Then your APE would be...</i> |
|---|--|
| Rehabilitation, renovation, and/or demolition of a building or structure, or new construction | the building or property itself and the surrounding properties/setting with a view of the project |
| Road/Highway construction or improvements, streetscapes, pedestrian or bicycle facilities | the length of the project corridor and the surrounding properties/setting with a view of the project |

C. Is the project located within or adjacent to a National Register of Historic Places (NRHP) listed or eligible historic property or district or a locally designated property or district?

YES ___ NO ___ DO NOT KNOW ___

**If yes, please provide names:*

D. Within the project APE as identified in IV.B, are there any other buildings or structures that are 50 years old or older? YES ___ NO ___ DO NOT KNOW ___

**If yes, provide photographs of each building or structure and key the photos to a site map.*

E. Are any of the buildings or structures identified in IV.D listed or eligible for listing in the NRHP?

YES ___ NO ___ DO NOT KNOW ___

**If yes, please identify the properties (by name or photo #).*

Environmental Review Form

F. Effects Information

1. Does the project involve the rehabilitation or structure that is 50 years old or older?

If yes, please explain: _____
2. Will the project take away or change anything historic properties?

If yes, please explain: _____
3. Will the project change the view from or to historic properties?

If yes, please explain: _____
4. Will the project introduce any audible or vibration properties (such as light, noise, or vibration pollution)?

If yes, please explain: _____
5. Will the project result in a change of ownership?

If yes, please explain: _____

V. Required Materials (Submittal Checklist)

- ☐ Complete Environmental Review Form
 - o Include all contact information as HPD will respond via email to the submitter.
- ☐ Map indicating:
 - o Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/>¹).
 - o In urban areas, please also include a city map that shows more detail.
 - o Boundaries of the APE as noted in section II above.
- ☐ Detailed project plans to supplement section I.F, including:
 - o Site plans (before and after).
 - o Project plans.
 - o Elevations.
- ☐ High-resolution color photographs (2 photos per page) illustrating:
 - o The project area and the entire APE as defined in section IV above.
 - o Any adjacent properties that are within the APE.
 - o If the project entails the alteration of existing historic structures, please provide *detail* photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted.
- ☐ Photo key (map or project plans can be used) indicating:
 - o Location of all photographs by photo number.
 - o Direction of view for all photographs.
- ☐ Any available information concerning known or suspected archaeological resources in the APE.

For questions regarding this form, please contact the Environmental Review Division via facsimile or e-mail.

When completed, please send this form along with supporting materials to:

Dr. David Crass, Division Director
Attention: Environmental Review
Jewett Center for Historic Preservation
2610 GA
Stockbridge, MA 01584

¹ Please note, this is not a complete list of websites with topographic maps. The user assumes no responsibility for its content.

F. Effects Information

1. Does the project involve the rehabilitation, renovation, relocation, demolition or addition to any building or structure that is 50 years old or older?
YES ____ NO ____
2. Will the project take away or change anything within the apparent or existing boundary of any of these historic properties?
YES ____ NO ____

Required Materials (Submittal Checklist)

- ☐ Complete Environmental Review Form
 - o Include all contact information as HPD will respond via email to the submitter.
- ☐ Map indicating:
 - o Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/>¹).
 - o In urban areas, please also include a city map that shows more detail.
 - o Boundaries of the APE as noted in section II above.
- ☐ Detailed project plans to supplement section I.F, including (if applicable and available):
 - o Site plans (before and after).
 - o Project plans.
 - o Elevations.
- ☐ High-resolution color photographs (2 photos per page) illustrating:
 - o The project area and the entire APE as defined in section IV above.
 - o Any adjacent properties that are within the APE, with clear views of buildings or structures, if applicable.
 - o If the project entails the alteration of existing historic structures, please provide *detail* photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted.
 - o ****Google Streetview or Tax Assessor images will not be accepted**
- ☐ Photo key (map or project plans can be used) indicating:
 - o Location of all photographs by photo number.
 - o Direction of view for all photographs.
- ☐ Any available information concerning known or suspected archaeological resources in the APE.

Environmental Review Form

- Environmental Review Form
 - <http://www.georgiashpo.org/review>
- Project information
- Map
- Photographs



Environmental Review Form

Required Materials (Submittal Checklist)

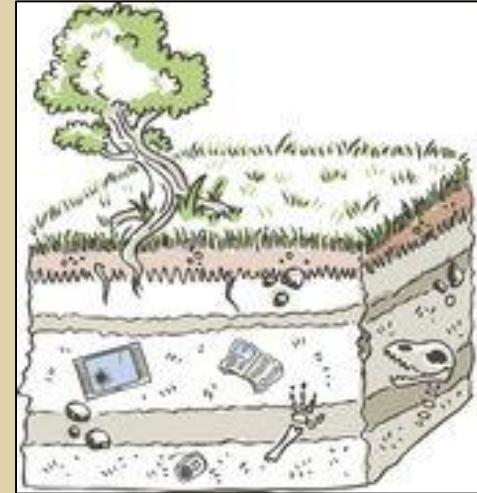
- ✖ Complete Environmental Review Form
 - Include all contact information as HPD will respond via email to the submitter.
- ✖ Map indicating:
 - Precise location of the project (USGS topographic map preferred: <http://www.digital-topo-maps.com/>¹).
 - In urban areas, please also include a city map that shows more detail.
 - Boundaries of the APE as noted in section II above.
- ✖ Detailed project plans to supplement section I.F, including (if applicable and available):
 - Site plans (before and after).
 - Project plans.
 - Elevations.
- ✖ High-resolution color photographs (2 photos per page) illustrating:
 - The project area and the entire APE as defined in section IV above.
 - Any adjacent properties that are within the APE, with clear views of buildings or structures, if applicable.
 - If the project entails the alteration of existing historic structures, please provide *detail* photographs of existing conditions of sites, buildings, and interior areas/materials to be impacted.
 - *****Google Streetview or Tax Assessor images will not be accepted***
- ✖ Photo key (map or project plans can be used) indicating:
 - Location of all photographs by photo number.
 - Direction of view for all photographs.
- ✖ Any available information concerning known or suspected archaeological resources in the APE.

Tips for the ER Form

- Fill out the ER Form completely
- Prepare the form with the cold reader in mind
- Include a map
- Include photographs

Review Process

- Submittal Received
- Review/Request for information
 - Project Type
 - Historic Properties
 - Effects
- Response



**Department of Natural Resources
Historic Preservation Division**

Adverse Effects

- Adverse Effect:

“may alter, directly or indirectly, any of the characteristics of a historic property that qualify the property for inclusion in the National Register in a manner that would diminish the integrity of the property's location, design, setting, materials, workmanship, feeling, or association.” 36 CFR Part 800.5

An **Adverse Effect** is
not the end of the process

An **Adverse Effect** does not mean
the project cannot be completed

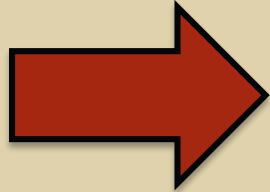
Assessing Effects

- Adverse Effect
 - Introduction of incompatible visual or atmospheric elements
 - Change in use, character or setting
 - Destruction or damage
 - Neglect
 - And more...

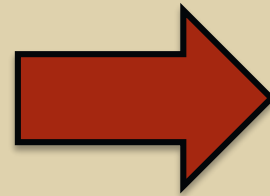


Resolve Adverse Effects

Avoid



Minimize



Mitigate

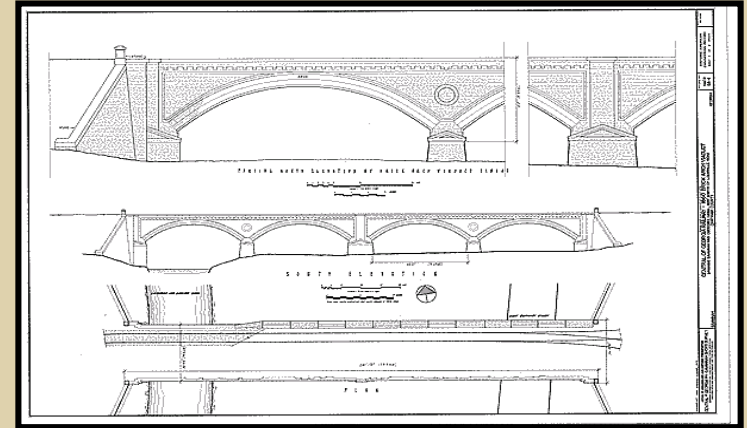


Avoid or Minimize Effects

- Avoid Adverse Effect
 - Move undertaking to alternate site
 - Use alternative, compatible design
 - Repair instead of replace
 - Follow Secretary of the Interior's *Standards*
 - <https://www.nps.gov/tps/standards.htm>
- Minimize Adverse Effect
 - Alter plans to minimize effect
 - Utilize Landscaping to reduce visual impacts

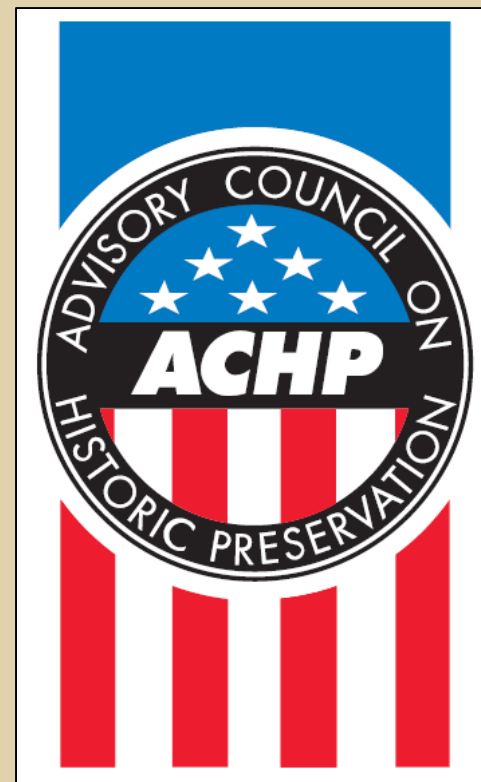
Mitigate Adverse Effects

- Continue Consultation
- Balance loss
- Creativity is encouraged
- Examples
 - Popular Report
 - Exhibit
 - NRHP Nomination
 - Photographic Documentation
 - Archaeological Excavation
 - Historic Resources Survey



Notify ACHP

- <https://www.achp.gov/e106-email-form>
- Items to Include:
 - Background Info
 - Photos, maps, and drawings
 - Historic Properties
 - Resolution of Adverse Effect
 - Correspondence
 - MOA draft
- HUD ACHP contact:
 - Jaime Loichinger
 - Phone: 202-517-0219
 - Email: jloichinger@achp.gov



Memorandum of Agreement

- Formalizes mitigation measures
- Assigns responsibilities
- LEGALLY BINDING
- Includes:
 - Whereas Clauses
 - Stipulations (mitigation)
 - Stipulations (administrative)
 - Conclusion
 - Signatures



Final Points

- Cold Reader
- Sufficient Documentation
 - Clear/Color Photos and Maps
 - Site Plans and Elevations
- Adverse Effect is NOT the end, does NOT stop a project
- Differing Missions/Priorities
- Here to help!



GEORGIA
DEPARTMENT OF NATURAL RESOURCES

HISTORIC PRESERVATION DIVISION

www.georgiashpo.org

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Historian

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2610 GA Hwy 155, SW
Stockbridge, Georgia 30281

Department of Natural Resources
Historic Preservation Division